

3158 - CODE COMPLIANCE OFFICER I

NATURE OF WORK

This is limited, responsible, technical work in the enforcement of various regulatory codes and ordinances relating primarily to health, zoning, and environmental regulations in the City's Building Department. Employee receives on-going technical and public contact training through a comprehensive classroom curriculum and rotating inspection job assignments emphasizing enforcement of local codes and ordinances. Work includes field and some office duties.

Specific assignments are received from employee's supervisors/trainers. Initially work is subject to close supervision and is reviewed on a frequent basis. As training progresses, employee increases the amount of independent judgment exercised.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Receives on-going classroom and field training in public contact, inspections, and regulations as related to code compliance work.

Enforces applicable laws, codes, ordinances, and other regulations by issuing warnings and written notices of violation; follows departmental procedures for reinspection and actions required to ensure compliance.

Conducts routine field inspections of new and existing businesses, buildings, structures, premises, and marine related facilities and activities

Investigates and resolves routine complaints from the public.

Detects and investigates reported or unreported hazards, possible safety problems, and violations; determines conformity with acceptable standards and approved plans.

Recommends methods, materials, equipment, and alterations to assist in compliance with acceptable standards.

Testifies in court and before related boards; obtains documentation; and prepares testimony.

Reports suspected or known violations of other regulations to the appropriate authorities.

Prepares and maintains records, reports, and correspondence concerning inspection and enforcement work.

Compute fees and accounts for monies received.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to rapidly acquire: knowledge of applicable national, state, and local laws, codes, ordinances, and other regulations; knowledge of relevant enforcement procedures; knowledge of the City and other agencies sufficient to respond to or redirect citizen inquiries; knowledge

of local geography, roadways, and jurisdiction boundaries; and some knowledge of building design and good construction practices.

Ability to read, understand, explain, and apply regulations.

Ability to make technical inspections, conduct investigations, ascertain facts, and render valid decisions.

Ability to communicate effectively both verbally and in writing.

Ability to enforce regulations tactfully, firmly, and impartially.

Ability to establish and maintain effective working relationships with other employees, agencies, and the public.

Ability to use a variety of office equipment such as computer terminals, advanced multi-line telephone equipment, and radio equipment.

Ability to make arithmetic and statistical computations.

Ability to prepare clear, concise, legible, and accurate records, reports, correspondence, and other documents.

Ability to read blueprints, plans, drawings, specifications, and diagrams relative to area of assignment.

Ability to testify in court and before related boards.

MINIMUM REQUIREMENTS

Six (6) months full time verifiable experience in code enforcement, property management, maintenance or appraisal, building construction; or closely related field, or in public contact work. Must have valid Florida Driver's License. Flexible hours including: nights, weekends, and holidays.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling. Must be able to drive an automobile and perform on-site inspections at locations, which may not be accessible to the physically handicapped.

SUPERVISION RECEIVED

Specific assignments are received from employee's supervisors/trainers. Initially work is subject to close supervision and is reviewed on a frequent basis. As training progresses, employee

increases the amount of independent judgment exercised. Work is evaluated through direct observation and evaluations of verbal and written reports and work products.

SUPERVISION EXERCISED

None.

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